

LANESBOROUGH VILLAGE FIRE AND WATER DISTRICT

QUALIFICATIONS FOR DISTRICT SUPERINTENDENT

June 20, 2014

Water District Superintendent-The Lanesborough Water District is seeking applicants for a full time position to serve as the District Superintendent. The Superintendent is the day-to-day manager of the water district operations. The position includes a full benefit package. Experience is required.

The District infrastructure includes two well pump stations, 20 miles of pipeline, a storage tank, and serves 850 connections throughout the Town of Lanesborough. The Superintendent reports to the Board of Water Commissioners. There are two full time employees of the District; the Superintendent, and the Assistant Superintendent, and part time support personnel (Treasurer, Collector, Clerk, and 3 Commissioners).

Applications will be accepted until, Thursday July 3, 2014. Mail to the District at P O Box 1504, Lanesborough 01237, or deliver to the District office on Bridge Street in Lanesborough. Applicants can also email applications to lfwd@verizon.net. Applications should provide information on capabilities for meeting the required and desired qualifications. For more information call the Chairman of the board of Commissioners at (413) 442-6691.

Required Qualifications;

1. The Superintendent is the primary operator of the water distribution system and is required to have a full grade 2 Distribution License (2-D). The Superintendent must also fulfill requirements to keep his/her license current, and to met any new or additional requirements imposed by the regulating agencies.
2. The Superintendent is a working foreman, and he/she must be able to troubleshoot system problems, maintain the system with the Assistant Superintendent, including repair of watermain breaks, maintenance and repair of the pumps, valves, control systems, and maintenance of all equipment and facilities of the District.
3. Must be able to keep records required by the DEP, perform required tests, submit the required reports, perform and document required maintenance, maintain necessary records and files on equipment maintenance, inventories, work time records and do all that is necessary to assure the reliability and safety of the water supply.
4. Management skills required include developing the operating budget, the capital budget, and the long-range plan for maintaining and improving the District. Must have interpersonal skills to deal with our customers and the rest of the public, vendors and suppliers, other District personnel, and the regulating agencies.
5. Experience working with excavations and knowledge of the precautions which must be taken to ensure the safety of all those working on a project.
6. Capability to operate equipment used to maintain the system, such as back hoe, trucks, and the various tools used for maintaining and expanding the distribution system.
7. Have working knowledge of the Massachusetts Drinking Water Regulations (310 CMR 22.00) and Guidelines for Public Water Systems.
8. Ability to use office productivity tools such as spread sheets, word processors, and email.
9. Since the Superintendent is the first responder in case of an emergency, it is preferred that he/she live near the district headquarters, preferably within 10 to 15 minutes.
10. Knowledge of the Town of Lanesborough (Streets, people) is an asset.
11. Must possess a Hoisting/Engineering License 2A and a Class B CDL driver's License.

**LANESBOROUGH VILLAGE FIRE AND WATER DISTRICT
APPLICATION FOR EMPLOYMENT**

The Water District makes all employment decisions on the basis of merit without regard to race, color, religion, sex, age (40 or over), national origin, veterans status or disability (where the applicant can perform the job with or without reasonable accommodation).

(PLEASE PRINT)

Position(s) Applied For	Date of Application	
How Did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name		
Address Number	Street	City	State	Zip Code
Telephone Number(s)			Social Security Number	

If information requested is contained in a resume, you may include it with your application and respond "See Resume" where appropriate.

Are you currently employed? ☐ Yes ☐ No

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

Are you a U.S. citizen or an alien entitled to work in the U.S.? ☐ Yes ☐ No

Are you willing to undergo a physical exam by a doctor for the purpose of determining whether you are physically able to perform the essential functions of the job with reasonable accommodations, if necessary? ☐ Yes ☐ No

Have you every been convicted of a felony? ☐ Yes ☐ No

If yes, list convictions and dates: _____

Have you been convicted of a misdemeanor within the last five (5) years (other than a first conviction for drunkenness, simple assault, affray, speeding, traffic violations or disturbance of the peace)?

☐ Yes ☐ No

If yes, list convictions and dates: _____

Sealed Records Notice: An applicant with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances, or convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances and adjudication in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the Superior Court for prosecution.

EDUCATION:

	High School				Undergraduate College/University				Graduate/Professional			
School Name & Location												
Years Completed	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree												
Describe Course of Study												
Describe any specialized training, apprenticeship, skills and extra-curricular activities												
Describe any honors you have received												
State any additional information you feel may be helpful to us in considering your application												

REFERENCES:

Give name, address and telephone number of three references who are not related to you and are not previous employers:

1. _____
2. _____
3. _____

Have you ever had any job-related training in the United States military? ☐ Yes ☐ No

If Yes, please describe: _____

EMPLOYMENT EXPERIENCE:

Start with your present or last job.

1. Employer		Length of Service		Work Performed
Address				
Telephone Number(s)		Hourly Rate/ Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
2. Employer		Length of Service		Work Performed
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
3. Employer		Length of Service		Work Performed
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
4. Employer		Length of Service		Work Performed
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

APPLICANT'S STATEMENT:

I authorize the Lanesborough Village Fire and Water District to make such investigations and inquiries of my employment or educational history and other related matters as may be necessary to arrive at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interviews may result in discharge.

I understand and agree that if employed, I will be required to abide by all rules and policies of the Water District

I certify that all of the information on this application is true and correct and that I have not knowingly failed to disclose any information.

Signature of Applicant

Date

It is acceptable to provide the information in this form in another format, such as if applying via email. It is suggested that applicants conform to the format in this document to the maximum extent possible to facilitate the review by the officials of the Water District.